

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSION

Venue Name	National Arboretum Canberra		
Location	Forest Drive, Yarralumla		
Phone Number	02 62078156		
Fax Number	02 62077034		
Web Address	www.nationalarboretum.act.gov.au		
Insurance	Does the venue have public liability cover?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

No.	Risk	Current Risk management strategy	Risk rating
1.	Injury due to trips, slips or falls	<ul style="list-style-type: none"> • All student groups are to be accompanied by a teacher at all times • Students on an Education program are briefed about how to move safely through the site • All Education staff are first aid trained, and carry a first aid kit • Closed non-slip shoes are recommended • Education staff are to have radios with them at all times 	low
2.	Weather exposure to sun, heat, wind, rain and cold	<ul style="list-style-type: none"> • Students are dressed appropriately for the weather conditions expected <ul style="list-style-type: none"> ○ Hats, water sunscreen in summer ○ Windproof, warm clothing in winter ○ Water proof clothing for wet weather • Education programs are modified to suit the weather • In the event of a severe weather event or warning all groups will be evacuated to the Village Centre, or from the site 	Medium
3.	Potential injury due to snake bites	<ul style="list-style-type: none"> • Closed shoes are required to be worn at all times • Groups on facilitated programs are briefed prior to program about the hazards of snakes onsite and the appropriate way to respond. • Education staff first aid trained and carry a first aid kit • Teacher guided groups are required to alert students to be aware of snakes, and to move slowly away from snakes if they are encountered. • Report any snake sighting to staff onsite 	low

		<ul style="list-style-type: none"> • Education staff are to have mobile or radio contact with Village Centre 	
4.	Risk from traffic accident	<ul style="list-style-type: none"> • All Arboretum speed limits set to 40 • Programs requiring crossing of roads will be done under the supervision of Education staff • Road crossings to take place in suitable locations for visibility and accessibility 	low
5.	Swooping magpies	<ul style="list-style-type: none"> • Ask children not to feed the magpies • Avoid known nesting locations during swooping season 	
6.	Potential injury from fire	<ul style="list-style-type: none"> • A Strategic Bushfire Management Plan in place • The Arboretum will be closed to the public in the event of extreme fire danger warning • Fuel reduction strategies are in place in and around the Arboretum site • Education staff are to have mobile or radio contact with Village Centre 	low
7.	Drowning risk from dams onsite	<ul style="list-style-type: none"> • Students must remain supervised at all times • Groups on education programs will be alerted to the dam onsite and risks • Groups Education programs will avoid the dam site 	low
8.	Serious medical condition arising (asthma, allergies, epilepsy)	<ul style="list-style-type: none"> • The school identify students with serious medical condition in advance of the activity, and consult with the Education Officer how to manage that situation • Teachers are responsible for bringing and handling any medical forms, or medication such as epipens that might be required • Education staff are to have mobile or radio contact with Village Centre 	medium

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities / programs

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Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?

Yes No

<p>Other Requirements Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue.</p>	<p>Clothing suitable to outdoors is required this includes:</p> <ul style="list-style-type: none"> • Closed sturdy shoes • Hats • Sunscreen • Warm, windproof clothing • Wet weather gear
<p>Supervision / services List services provided by venue staff including briefings, guided tours, supervision of activities etc.</p>	<p>All student groups coming onsite during operational hours will be greeted and briefed. Schools coming onto the Arboretum site after 4 pm will have limited access to toilet facilities as the Village Centre is closed. Education programs are available, with a staff to student ratio of 1:15 required. All Arboretum staff presenting to groups carry a current Working with Vulnerable People card.</p>
<p>Access</p>	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the Venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Emergencies</p>	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Construction / Maintenance / Repair</p>	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>